




MARY QUEVEDO

I love providing administrative and operational support, as well as acting as a liaison between executives and teams for the right development of processes and projects.

 <https://www.linkedin.com/in/mary-quevedo>

 maryquevedo21@gmail.com  +34 671590914

SKILLS

- Organizational skills
- Problem Solving skills
- Client relationship
- Multitasking
- Teamwork
- Productivity and Adaptability
- Corss-functional team operations
- Time management

TOOLS & APPS



- **Microsoft Office:**
Word, Excel, PowerPoint, etc.
- **CRM :**
Hubspot, Outlook.
- **Google Tools:**
Meet, Spreadsheets, Documents, Drive, Keep, Gmail, etc.
- **Project Management tools:**
Asana, Slack, Trello and Airtable.

EDUCATION

BA in Modern Languages

Universidad de Los Andes (VE) • 2014 - 2019

- Minor: International Relations (IIRR)

LANGUAGES

- **Spanish** Native
- **English** Bilingual
- **French** B1

EXPERIENCE

Secretary

Monday • Jan - July 2023

- Provided administrative support.
- Managed emails and documentation.
- Followed up with clients in both English and Spanish.
- Organized meetings and logistics.

Assistant to CEO

SpanishVIP • 2018 - 2020

- Provided direct support to CEO and held meetings with Management on operations planning.
- Created and updated documentation.
- Monitored and assessed employee performance.
- Managed budget and invoicing.
- Lead curriculum updates.

Customer Service Lead

SpanishVIP • 2018 - 2020

- Supervised agents assigned to customers and partners.
- Assisted clients and provided solutions to potential problems.
- Executed customer retention.

Virtual Assistant

Lingua Versia Group • 2021

- Executed online research and data collection.
- Maintained contact with clients.
- Created audiovisual presentations.
- Kept track of my tasks and those of my superiors in documents and support platforms.
- Managed schedules, correspondence and payments.